

Associate Lecturers Moving out of Location: Guidance for Managers

1. Introduction

This document provides guidance for managers when an Associate Lecturer (AL) proposes to change their location of residence and their new residence is located outside of their current region/nation. This guidance details the process to be followed where there is a face to face tuition requirement on the AL's current module/s and therefore a potential impact on student support.

For ALs who hold appointments for online only modules, this process does not need to be followed. The AL should update their address on Staff Self Service.

This guidance specifically relates to situations where an AL notifies the University of a proposed change of address within the UK or Republic of Ireland. Where the AL moves outside of the UK/ROI, the University will not be able to support continuing employment. Where appropriate, the disciplinary procedures should be used in relation to termination of employment.

Requests for extended leave because the AL is going to be outside of the UK or ROI for a period of time should be dealt with under the normal leave of absence procedures.

2. Principles

The Terms and Conditions of Service for Associate Lecturers state that an AL may invalidate his or her appointment if, in the opinion of the Director, Students (or nominee), the change of address will either make it impossible for the individual to fulfil contractual obligations or result in significant extra costs to the University.

As more modules move to an online or blended approach and technology advances, it is increasingly difficult to determine whether it would be impossible for the AL to fulfil their contractual obligations, if they move out of the location. Requests should therefore be considered favourably following the process set out in this guidance. However in all cases the following principles will apply:

1. It is the responsibility of the AL to notify their line manager and the AL Services team in their appointing location in advance when they propose to change their location of residence. Failure by the AL to seek prior authorisation for the move may lead to disciplinary action by the University.

2. The University should not incur any additional expense as a result of the AL's move out of location; therefore additional expense claims will not be sanctioned. The AL must agree to assume any additional expenses from their own resources.
3. Agreement by the University will apply to all current appointments held by the AL until the planned life end of each module. The AL must apply for any new appointments in their new location.
4. If a vacancy on a current module arises in the new location, the vacancy will be advertised to allow candidates with PC or MOLD to apply.
5. The AL must commit to continue to meet their contractual obligations, including attendance at tutorials. It would not be appropriate for the AL to request changes to tutorial dates, venues or method (e.g. online tutorials where face-to-face is normally required) as a result of the move. If it becomes apparent that the AL is unable to fulfil their contractual obligations following the move, the University will follow the disciplinary procedures on the grounds of capability.
6. In the event of disruption of the service provided to students by the AL as a consequence of the move, the University may reserve the right to pass on any additional costs to the AL (e.g. venue cost for a delayed tutorial).
7. In the event of a potential redundancy situation in circumstances where geography is a factor, an AL who is living outside of the appointing location may be at greater risk.
8. The AL will be required to sign a variation of contract setting out the terms of the agreement.

3. Process

When a line manager is asked to consider a request to continue tutoring from outside of location they are required to:

- Establish the facts by entering into a discussion with the AL to ensure that they understand the AL's position and plans (see Section 4);
- Advise relevant parties where appropriate (see Section 5);
- Fully review the situation to determine the implications for both the University and the AL;
- Explain the implications to the AL, i.e. additional costs to be incurred by the AL and not the University, and the consequences of the AL not being able to maintain their contractual obligations;
- Complete the request form with the AL (see Section 6).

4. Establishing the facts

In order to fully understand the AL's position, the manager is required to meet with the AL to discuss their relocation outside of the appointing location. Where possible this meeting should be held face to face at a mutually convenient time and location. Where this is not possible a web-conference or telephone conversation should take place. Conducting the discussion through written correspondence should only take place where other options have been exhausted, as it is important to ensure that the AL fully understands the terms

under which the University will agree to the AL continuing with their current appointments, following their relocation.

The manager should seek support from their HR Partner and AL Services Manager (where appropriate) when planning this meeting or conversation.

The discussion should cover the following points:

- Whether the AL is planning a permanent or temporary move, and if temporary, the duration of the move.
- The number and locations of appointments held (where an AL already holds an appointment outside of the current location at the University's request, this will not be affected).
- The reasons for relocating (if the relocation is for reasons relating to a disability or other protected characteristic, the manager should consult their HR Partner).
- What the requirements are in terms of travel, tutorials, attendance at meetings etc for each module, including the frequency of face to face sessions.
- The availability of vacancies and the requirement to apply for vacancies in the new location.
- How the AL proposes to continue to meet the requirements of the module after they have moved out of the region/nation. The AL should be advised that if they become unable to meet their contractual obligations, the University will invoke the disciplinary procedures and may deduct additional costs incurred from the AL's salary.
- The AL should be advised that if their request is agreed and they move out of location, they will be responsible for any additional expenses incurred.

The manager should retain a written record of this meeting or conversation or, where the discussion is conducted via email, ensure that each point has been covered in the correspondence.

5. Advising relevant staff

The manager should ensure that the relevant AL Services Manager and faculty staff are updated on the progress of these discussions and consideration of the request.

6. Next steps

If the AL decides to continue with their request, the webform on TutorHome must be completed and submitted by the AL for consideration by their manager.

Where a manager has significant concerns about the request, they should contact their HR Partner in the first instance. Issues which cannot be resolved may be escalated to the Director, Access, Careers and Teaching Support (or delegate).

7. Outcomes

The AL will remain with their current appointing location until the end of the module(s). No further appointments will be offered within the current location and any applications for new appointments must be submitted to their new location.

Should a vacancy arise on the AL's module(s) in the new location, the vacancy will be advertised in order to fulfil the University's obligations towards ALs with PC and MOLD status. The AL will not automatically transfer their appointment to their new location.

Should the AL decide not to proceed with the request, they should put their notice in writing to their appointing region. The University may accept a longer notice period in order for the AL to complete their current presentation(s). Should the AL only wish to retain selected appointments following the relocation, they should resign from any appointments they do not wish to continue. Where the notice period extends beyond the date of the relocation, any additional expenses incurred will be the responsibility of the AL.

8. Appeals

The AL may appeal against this decision on one or more of the following grounds:

- The decision was based on unreasonable grounds (you must state the grounds and detail how they are unreasonable – it is not sufficient to simply disagree with the decision)
- Relevant evidence / information was not taken into account
- There were significant procedural errors

If he/she wishes to appeal, they should write to the Senior AL Services Manager for the appointing location who will arrange with the Faculty to consider the appeal. The letter should clearly set out the basis for the appeal.

9. Record-keeping

The manager must ensure that he or she has fully documented their discussions with the member of staff and the outcome reached.

This documentation must be returned to the AL Services team in the appointing location and will be stored on the AL's personal file for a period of 6 years.

The AL will be required to sign a variation to their contract agreeing to the new terms.

10. Useful References

Terms and Conditions of Service for Associate Lecturers
Residency within the UK or ROI Policy
Procedures for Dealing with the Inadequate Performance or Misconduct of Associate Lecturer and Residential School Staff